

S-E-C-R-E-T

DDI / *PERSONNEL*  
FILE *Personnel 17*

6 July 1966

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : Procedures for Obtaining Approval for GS-14 and  
Above Positions

REFERENCES : a. Memo fr DDCI dtd 29 Jun 66, subject: Allocation  
of FY 1967 Position Ceilings

b. Memo fr D/PPB dtd 5 Jul 66, subject: Upper  
Level Position Authorization

1. Referenced memoranda established your Fiscal Year 1967 ceiling for positions in GS-14 and above and indicated the need for interim procedures for controlling these ceilings. Such interim procedures are provided in the attachment.

2. I realize that these new procedures are being imposed rather suddenly and that there may be some problems in adjustment. If you encounter undue problems in applying them in any particular case, I hope that you will bring the problems to my personal attention.



Emmett D. Echols  
Director of Personnel

DD/S Distribution:

1 Ea to: Acting D/CO, D/F, D/L, D/Pers,  
DMS, D/S, DTR, , SA-DD/S \*

1 - DD/S Subject ✓

\*"For your use."

Group I.  
Excluded from automatic  
Downgrading and  
Declassification.

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PROCEDURES

1. A memorandum requesting an increase in GS-14 and above positions must be prepared by the requesting component and forwarded to the Director of Personnel through the Deputy Director concerned or the delegated staff element charged with central personnel management. This memorandum should include appropriate justifications for the request as well as the following item:
  - a. The identification of comparable level positions for offsetting downgrading within the requesting component or a statement that, offsetting downgrades will be identified by the component prior to formal establishment of the new or upgraded positions; or
  - b. Failing a. above, the requesting component must certify that offsetting downgrades are not possible, thus recognizing that approval of their position request will require special action by the Deputy Director as described in paragraph 2b below.
2. The Directorate concerned will take the following action:
  - a. Review, comment, and concur in the requesting component's memorandum; and
  - b. If offsetting downgrades have not been identified by the component making the request, or the component foresees no possibility of offsetting downgrades in the immediate future, the Deputy Director concerned will:
    - (1) Decide whether to apply any unused portion of his Directorate's GS-14 and above allowance to accommodate the request, or

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- (2) Identify comparable level positions from other components in his Directorate for downgrading to provide the necessary offsets.
  - (3) If the Directorate allowance for GS-14 and above positions is fully obligated and the Deputy Director cannot immediately identify offsetting positions to be downgraded with the entire Directorate, the request may be forwarded to the Director of Personnel for classification review by the Position Management and Compensation Division (PMCD) and staff guidance as to positions, which in his judgement, can be downgraded to accommodate the request.
3. Upon receipt of the requesting memorandum, the PMCD will conduct position classification reviews and forward their findings to the requesting component through the Director of Personnel and the Deputy Director concerned.
- a. If upon completion of the PMCD review, new higher grade positions or upgradings are considered warranted and provision has been made for their formal establishment by use of unused portions of the overall allowance of the Directorate or by offsetting downgradings, PMCD will issue an appropriate Form 261 and the transaction is complete.
  - b. If upgradings are in excess of the Directorates allowance and are not offset by comparable downgradings, the Director of Personnel will advise the Directorate of a tentative classification approval. In this regard, the Director of Personnel will provide staff guidance to the Deputy Director concerned by specifically listing positions in the requesting component (and/or other components of the Directorate) which, based on the PMCD review, could be downgraded to accommodate the request.

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4. Upon receipt of the advice described in paragraph 3b above, the Deputy Director concerned should examine those positions identified for possible downgrading and take action as stated in a., b., or c. below, as appropriate:
  - a. Instruct the Director of Personnel to effect specific downgradings to complete the transaction.
  - b. Defer action on the request until such time as upper grade position allowances may become available in his Directorate as a result of organizational changes, reassignment of personnel, or for any other reason. Proposals that cannot be accommodated by such means during the year would normally be included and justified as part of the succeeding year's office estimate for personnel services. These positions may then be granted upon receipt of the Bureau of the Budget's approval of the Agency submission of requirements.
  - c. Request an increase in the Directorate's allowance for positions in GS-14 and above. Such requests should be forwarded through the Office of Planning, Programming, and Budgeting to the Executive Director-Comptroller for action and should be accompanied by appropriate justification including the findings and recommendations of the Director of Personnel. It should be recognized that increases in Directorate allowances normally will be granted by the Executive Director-Comptroller only in those instances where new or revised programs resulting in increased Agency allowances are approved by the Bureau of the Budget during the year.

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DD/S  
FILE *Personnel?*

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DD/S 66-3416

5 JUL 1966

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

[Redacted]

SUBJECT : Allocation of FY 1967 Position Ceilings and  
GS-14 and Above Position Authorizations

1. The Fiscal Year 1967 position ceiling for your Office is to be \*. Tentative fund allowances should be approved and forwarded to you within the next few days.

2. Fiscal Year 1967 funds will certainly not be in excess of those contained in your Congressional Budget and could very well be less. Your Fiscal Year 1967 overceiling needs contain priority items which will necessitate reprogramming if they are to be accomplished. Your reprogramming plans should be prepared in the light of the program categories, sub-categories and elements contained in your Combined Program Call. This in turn will necessitate attention to your PAN account system (i.e., the funds and personnel contemplated for each cost center) and your programming plans for Fiscal Year 1968 and beyond. You should begin thinking now about the development of your financial operating plan for Fiscal Year 1967 and, promptly upon receipt of your tentative Fiscal Year 1967 fund allowance, submit to me your recommended reprogramming actions.

3. A numerical limitation has been placed upon the number of positions at upper grade levels (GS 14 through 18). The Support Directorate's allowance for these positions is only slightly in excess of the number of approved positions on current Tables of Organization; and \* upper grade level positions are now allocated to your Office. Therefore, in developing your Fiscal Year 1967 reprogramming plans, you should not exceed this figure without considerable deliberation. Any increase or decrease in this figure contemplated for Fiscal Year 1967 should be carefully explained and justified in your presentation to me.

\*See attached paper for individual Office figures.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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4. The Director of Personnel is in the process of issuing instructions for the control of upper grade level positions. Effective immediately, any change, up or down, in the total number of upper grade level positions for your Office must be approved by me.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

SPA-DD/S:JHP/jf(1 July 66)

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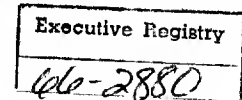
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29 JUN 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Allocation of FY 1967 Position Ceilings and  
GS-14 and Above Position Authorizations

REFERENCE: Memo dated 16 June 1965 to Executive Director-  
Comptroller from D/Pers, Subj: Grade Control  
Systems for Agency Positions (Attached)

1. This memorandum establishes the FY 1967 position ceiling for the organizational components of your Directorate. Allocations to the components within your Directorate have been reviewed and coordinated with your office; should it be necessary during the year, changes can be made in accordance with policy set forth [redacted] The approved manpower ceilings allocated to the components in your Directorate are:

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Component

O/DD/S  
Security  
Medical  
[redacted]  
Training  
Personnel  
Finance  
Logistics  
Communications

Total

Ceiling

25X9

2. A numerical limitation has been placed upon the number of positions at upper-grade levels (GS-14 through GS-18). In negotiating the total FY 1967 allowance with the Bureau of the Budget, the Agency obtained a modest increase over its FY 1966 allowance. I have decided



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25X9 to sub-allocate these increases on a Directorate basis and charge each Deputy Director with full responsibility for staying within their total GS-14 through 18 position allocations. Accordingly, the Support Directorate is authorized  positions in grades GS-14 through GS-18 for FY 1967.

3. My decision to grant an overall Directorate allowance for upper-grade level positions has in no way lessened the emphasis both external and internal for rigidly controlling the establishment or upgrading of positions in these grade levels. The principle of compensating adjustments to prevent grade escalation, as set forth in referent memorandum, continues to be a paramount consideration in upgrading or establishing upper-level positions.

25X1

Richard Helms  
Deputy Director of Central Intelligence

cc: (2) Director of Personnel

Attachment

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BYAM 65-0505

16 JUN 1965

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MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: Grade Control Systems for Agency Positions

REFERENCES: (1) Action Memorandum A-436 dated 23 January 1965  
(2) Memorandum from D/Pers to Executive Director-Comptroller dated 26 February 1965, same subject

1. This memorandum contains a recommendation for your approval in paragraph 5.

2. The Assistant Deputy Director for Plans has proposed that some modification be made in the grade control system for Agency positions established in accordance with the memorandum of 26 February 1965 to provide greater flexibility in the management of the organization. He feels that the requirement for making compensating adjustments on a case-by-case basis frequently involving other Career Services will seriously hamper operations and restrict flexibility. The postponement of adjustments for a reasonable period, on the other hand, will, he believes, facilitate the location and identification of compensating positions. He has proposed that the grade control system be modified to permit the accrual of necessary adjustments for specific periods of time with the understanding that adjustments will be made at the end of each period to adhere to the restrictions imposed by the Bureau of the Budget.

3. I believe that some modification to achieve greater flexibility may be desirable. Therefore, I propose the following changes in the ground rules stated in reference (2).

a. When positions are upgraded or new positions are established, compensating adjustments will be made at once if practicable.

b. Where such compensating adjustments are not immediately practicable, a record of grade and salary changes will be maintained by the Office of Personnel and at the end of each quarter appropriate downward adjustments will be undertaken in collaboration with officials of the office concerned.

c. In the event that at the end of any quarter compensation appears impossible or impracticable the approval of the Executive Director-Comptroller for an increase in average grade will be required.

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downgrading and  
declassification

SUBJECT: Grade Control Systems for Agency Positions

d. Grade and salary controls will be maintained on a Directorate or Independent Office basis rather than by components within the Directorates. Within a Directorate controls may also be maintained on a Career Service basis.

e. If at any time it appears in the judgment of the Director or Personnel that this proposal is not succeeding in maintaining adequate grade and salary controls, he will recommend appropriate modification.

f. These ground rules will be applicable to all Deputy Directorates and Independent Offices.

4. This proposal has been informally coordinated with the Intelligence, Plans, and Science and Technology Directorates and has their concurrences.

5. It is recommended that the ground rules proposed in paragraph 3 be approved.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

CONCURRENCE:

/s/ L. K. White

17 JUN 1965

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L. K. White  
Deputy Director  
for Support

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Date

The recommendation in paragraph 5 is approved, provided that (1) proposals resulting in an increase in positions Grade 14 and above are submitted to the Executive Director-Comptroller for review prior to implementation and (2) the "Independent Offices" are treated as one group - the DCI group - for the purposes of these procedures.

(signed) Lyman B. Kirkpatrick

25 JUN 1965

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Lyman B. Kirkpatrick  
Executive Director-Comptroller

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Date

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MEMORANDUM FOR: Deputy Director for Support  
Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology

SUBJECT : Procedures for Obtaining Approval for GS-14 and  
Above Positions

REFERENCE : FY 67 Ceiling Allocation Memoranda from DDCI

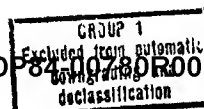
1. Because of the restrictions imposed by Bureau of the Budget on the number of positions in the Agency at GS-14 and above, it is necessary to establish Agency-wide procedures for any increase in positions at these levels. Such procedures are outlined in the attachment.

25X1 2. A revision of HR  Position Evaluation, stating current policy on this subject was forwarded to you by the Deputy Director for Support on 17 June 1966 for coordination.

Emmett D. Echols  
Director of Personnel

Attachment

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PROCEDURES

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    - (1) Decide whether to apply any unused portion of his Directorate's GS-14 and above allowance to accommodate the request, or

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- (2) Identify comparable level positions from other components in his Directorate for downgrading to provide the necessary offsets.
  - (3) If the Directorate allowance for GS-14 and above positions is fully obligated and the Deputy Director cannot immediately identify offsetting positions to be downgraded with the entire Directorate, the request may be forwarded to the Director of Personnel for classification review by the Position Management and Compensation Division (PMCD) and staff guidance as to positions, which in his judgement, can be downgraded to accommodate the request.
3. Upon receipt of the requesting memorandum, the PMCD will conduct position classification reviews and forward their findings to the requesting component through the Director of Personnel and the Deputy Director concerned.
  - a. If upon completion of the PMCD review, new higher grade positions or upgradings are considered warranted and provision has been made for their formal establishment by use of unused portions of the over-all allowance of the Directorate or by offsetting downgradings, PMCD will issue an appropriate Form 261 and the transaction is complete.
  - b. If upgradings are in excess of the Directorates allowance and are not offset by comparable downgradings, the Director of Personnel will advise the Directorate of a tentative classification approval. In this regard, the Director of Personnel will provide staff guidance to the Deputy Director concerned by specifically listing positions in the requesting component (and/or other components of the Directorate) which, based on the PMCD review, could be downgraded to accommodate the request.

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4. Upon receipt of the advice described in paragraph 3b above, the Deputy Director concerned should examine those positions identified for possible downgrading and take action as stated in a., b., or c. below, as appropriate:
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  - c. Request an increase in the Directorate's allowance for positions in GS-14 and above. Such requests should be forwarded through the Office of Planning, Programming, and Budgeting to the Executive Director-Comptroller for action and should be accompanied by appropriate justification including the findings and recommendations of the Director of Personnel. It should be recognized that increases in Directorate allowances normally will be granted by the Executive Director-Comptroller only in those instances where new or revised programs resulting in increased Agency allowances are approved by the Bureau of the Budget during the year.

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